

Texas Department of State Health Services Offender Education Administrator/Instructor Inservice

Houston, Texas
November 2-4, 2011

Texas Department of State Health Services would like to invite all instructors for Texas DWI Education, Drug Offender Education, DWI Intervention, and Alcohol Education Program for Minors to the Offender Education Inservice on November 2-4, 2011 at:

**Houston Community College Conference and Training Center
The Auditorium , 2nd floor, Room #2B00
3100 Main Street
Houston, Texas 77002**

Please remember that, with the adoption of the new Offender Education rules on September 1, 2009, ALL instructors for DWI Education, Drug Offender Education, DWI Intervention, and Alcohol Education Program for Minors ***must*** attend a DSHS Inservice within each 2 year certification period. Under TAC Rule § 453.105, instructors who are fully licensed chemical dependency counselors, licensed professional counselors, licensed psychologists, licensed psychiatrists, or licensed social workers may submit 20 hours of continuing education that is directly drug- (for DOEP instructors) or alcohol- (for DWIE, DWII, AEPM instructors) related and approved by the department's Offender Education Group at least 30 days in advance, in lieu of attending the in-service. (Please see the actual rule at [TAC 453.105](#) for more specifics.) This inservice also provides 20 courtesy CEUs for LPCs, and LCDCs that may be used toward your personal licenses. Probation Officers must have their continuing education certificate approved by their chief to obtain hours. TCLEOSE has indicated they will also accept the continuing education hours for peace officers, with proper approval from your department.

This inservice will begin **promptly** on Wednesday, November 2 at 8:30 am and will conclude by 3:30 pm on Friday November 4 for ALL INSTRUCTORS in ALL PROGRAMS. **All instructors must attend all three days.** In order to obtain credit for this inservice and the certificate of completion, all participants are required to be on time and complete all applicable sessions *in their entirety*--**participants arriving late will not be credited with the inservice.** There is a cafeteria in the Conference and Training Center and vending machines are available for snack purchases, as none can be provided. You are also welcome to bring your own snacks and drinks. Please provide your email address on the registration form, as we will only confirm via email. We also encourage you to bring a jacket to the inservice, as temperatures in the room may be cool and not easily controlled, as well as business cards for networking with other instructors and pens for writing. None will be provided.

Enrollment is limited and admittance will be based on a first-come-first-serve basis – when room capacity is reached, registration will be closed. The cost of the training is **\$100.00 for each type of inservice you are attending. All fees are non-refundable.** A \$50 late fee will be applied to payments received after the deadline of October 19, 2011. **DO NOT SUBMIT PAYMENT TO DEPARTMENT OF STATE HEALTH SERVICES—please follow the instructions below.**

Please complete the Registration Form and submit it to DSHS no later than October 19, 2011. Nonrefundable payments are to be submitted to The University of Texas at Austin along with the attached invoice, no later than October 19, 2011. If the registration form is not received by DSHS before the deadline, you will not be registered or allowed into the inservice. Once your payment and registration form have been received by the appropriate agencies, you are considered registered. Absolutely no registrations or payments will be accepted after 5pm on Wednesday October 26, 2011. If you have questions concerning the inservice, please contact Offender Education at 800-832-9623, x2910.

Attendance Policy: Because of accrediting agency guidelines, **partial credit will not be given.** To receive a certificate of completion and credit for the inservice(s), *all sessions* must be attended in their *entirety*, and participants must be on time each day.

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November 2-4, 2011 ▲ Houston, Texas**

Inservice Site: Houston Community College Conference and Training Center
The Auditorium , 2nd floor, Room #2B00
3100 Main Street
Houston, Texas 77002
713-718-5306

Directions: A map to the HCC Conference and Training Center is located at: [Houston Community College at 3100 Main Street](#)

Lodging: Lodging arrangements will be the attendees' responsibility. A map of Texas government contract hotels is located at: [TX Government Contract Hotels](#) – they *may* honor the State of Texas rate if you show proof of attendance at this inservice. DSHS cannot make arrangements at hotels on your behalf.

Parking: FREE in the parking garage directly across Elgin Street from the Conference and Training Center. Look for the skybridge (on 3rd floor of parking garage) that links to the 2nd floor of the Conference and Training Center. Be sure to not park in a “Reserved” parking spot, or your vehicle will be towed.

Food: Breakfast and lunch will be on your own. There is a cafeteria in the building and vending machines are available for snack purchases, as they cannot be provided per agency policy. A list of restaurants near The HCC Conference and Training Center is located at: [Restaurants near HCC Campus](#)

Daily Schedule: Inservice for ALL Instructors

Wednesday November 2, 2011	8:30 am - 5:00 pm
Thursday November 3, 2011	8:15 am - 5:00 pm
Friday November 4, 2011	8:15 am – 3:30 pm

DSHS Administrator/Instructor Inservice Registration Form

Please complete ALL items and PRINT clearly –Return this form to DSHS by October 19, 2011

Name _____

Home Address _____

City _____ State _____ Zip _____

Home: _____ Work: _____

Fax: _____ Email: _____

Cell: _____ Birthday (required) mm/dd/yyyy: _____

Program Name: _____ Program Number: _____

Program Address _____

City, State, Zip _____

Program Phone Number: _____

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Houston, Texas 77002

Please check the inservice(s) that you are attending – return form to DSHS by October 19, 2011

DWI Education

DWI Intervention

Drug Offender

AEPM

Instr. Certification #: _____

By my signature, I agree that I will attend the Texas Offender Education Inservice(s) as indicated above.

Signature: _____

Mail completed registration form to: Texas Department of State Health Services
Offender Education
PO Box 149347, MC 1982
Austin, TX 78714-9347

Or FAX to: Offender Education (512) 834-4550

>>> NO registrations will be accepted after 5pm on Wednesday October 26, 2011 <<<

